



# BYLAWS

**TO BE ADOPTED FEBRUARY 18, 2025**

# Mountain Empire Model Railroaders

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### Article I

The name of this organization shall hereafter be known as, MOUNTAIN EMPIRE MODEL RAILROADERS (MEMRR). Our mission is to further the interest in model railroading and railroad history by supporting the Johnson City Railroad Experience.

### Article II

The officers of this organization shall be elected by popular vote of the membership at the November business meeting each year and retain that office for one calendar year. Adult FULL MEMBERS are eligible to hold one of the following offices and consist of a President, Vice President, Secretary, Treasurer. Officers shall perform their duties and responsibilities according to those enumerated in APPENDIX A: Duties of the Officers of the Organization.

### Article III

Committees shall be drawn from the general membership with appointments made by the President based on interest of the individual members and needs of the club. Committee Chairpersons shall be appointed from Adult FULL members. Committee membership may include all membership classifications.

### Article IV

Membership is open to any individual with a sincere interest in model railroading and shall be governed by the duties, rights, responsibilities, and obligations as described in APPENDIX B: Table of Membership Classifications, Dues, Rights, Responsibilities and Obligations. All members are responsible for keeping email information current to receive all official communications of club activities. All membership levels include a digitally available copy of the club newsletter known as *The Signal Bridge*.

**FULL MEMBER** is defined as one who is 18 years of age or older and pays "Full Member" dues as set by the club in APPENDIX C: Table of Membership Classifications, Dues, Rights, Responsibilities and Obligations, and is willing to assist with the building and/or operation of the museum layouts and the museum. ONLY PAID-UP FULL MEMBERS will have access to the museum pass code.

**FAMILY MEMBER** is defined as an additional member of the immediate family, FULL MEMBER if 18 years of age or older or as a YOUTH MEMBER if 12 to 17 years of age. FAMILY MEMBERS shall reside at the same address as the FULL MEMBER. FAMILY MEMBERS should be interested in model railroading and be willing to support club activities. FAMILY MEMBERS will have one vote per adult 18 years of age or older.

**YOUTH MEMBER** is a non-voting member, and is between the ages of 12 and 17 must be sponsored by a FULL MEMBER. The FULL MEMBER will accept full responsibility, financially and otherwise, for the sponsored youth. A responsible FULL MEMBER must be present when any youth under the age of 16 is operating on a layout.

**STUDENT MEMBER** is a voting member who is a full-time student enrolled in any private or public technical school, college, or university. Proof of student status is required to establish and maintain student membership.

**DISTANT/REMOTE MEMBER** resides 75 miles or more from Johnson City and intends to occasionally participate in MEMRR meetings and activities.

**EMERITUS MEMBER** is one who has been a long-time active member who is voted to this lifetime voting status by 2/3's vote of the membership present.

**HONORARY MEMBER** is one who has been awarded special non-voting membership for outstanding contribution by a non-member. To be established by 2/3's vote.

**PROVISIONAL MEMBER:** All new members in any of the membership categories requiring payment of membership dues; will be considered a provisional member lasting the initial 120 days of membership to allow for proper vetting of the candidate by the MEMBER VETTING COMMITTEE (See ARTICLE XVI); the provisional member's activities may be restricted as described in APPENDIX B: Table of Membership Classifications, Dues, Rights, Responsibilities and Obligations. All provisional members must complete a period of orientation and training during this time. A provisional member's request for membership will be acted on by the MEMBERSHIP VETTING COMMITTEE immediately following the expiration of the 120-day waiting period with the committee's recommendation presented at the next Business Meeting following the completion of the 120-day waiting period.



## **Article V**

Election of officers in the event of a vacancy must be announced to the membership no less than one month in advance. Proposed changes to the bylaws must be provided to the membership no less than one month in advance. Membership will consist of all individuals listed on the roll. Changes to the aforementioned documents of the club will require a vote “in the affirmative” of one more than half the membership voting. Members will be notified of special called meetings no less than one week in advance of the proposed “called meeting” date.

## **Article VI**

The regularly scheduled business meeting of this organization shall be the third Tuesday evening of each month. Members will be notified by email of all meetings no less than one week in advance of the proposed date. Passage of regular business items will require a majority vote of the members present at the meeting when the item is on the floor.

## **Article VII**

Each member will pay his or her dues no later than January 31<sup>st</sup>. At that time non-paid members will have their membership suspended and be removed from the distribution of the newsletter (herein known as *The Signal Bridge*). An extension may be granted upon approval by the President and the Treasurer. The pass code to the Johnson City Railroad Experience (hereafter JCRE) door is to be changed each February 1<sup>st</sup> and be provided to FULL, EMERITUS, and STUDENT MEMBERS (APPENDIX C: Table of Membership Classifications, Dues, Rights, Responsibilities and Obligations). The dues will be fixed at the November meeting for the next year and published in the minutes.

## **Article VIII**

The President may appoint an Audit Committee once a year to audit the books and physical assets of the Treasurer and to count the “cash on hand” kept by the Treasurer. The audit report will take place after the January business meeting and thereby present the incoming administration an accurate and verified base for the new fiscal year to run January 1<sup>st</sup> to December 31<sup>st</sup>.



### **Article IX**

All club funds will be kept and maintained by the Treasurer. All expenditures must be submitted to the Treasurer for reimbursement upon receipt of appropriate receipts. Approved expenditures shall not exceed original estimates by more than 10% unless prior approval by the Treasurer and one other executive officer. (Executive Officers are: President and Vice President). No expenditure will be reimbursed without receipt(s) and all receipts must be signed and dated by the purchaser.

### **Article X**

This club has been organized and will operate exclusively for the pleasure, education, and recreation of its members. No part of the club's income and/or contributions will accumulate for the benefit of any member.

### **Article XI**

Each FULL MEMBER is expected to provide 14 hours each month working in and for the museum that meet the needs of the SCHEDULING COORDINATOR.

### **Article XII**

Upon termination of this club, all remaining funds will be used to pay outstanding debts. Any club-owned property will be sold and the proceeds, along with any remaining cash funds, will be divided into equal shares among the FULL MEMBERS.

### **Article XIII**

Pro-rated dues will be for new members who sign up during the year and are as follows:

Jan. through Mar.	100%
Apr. through June	75% (for balance of the current year)
July through Oct.	50% (for balance of the current year)
Nov. and Dec.	100% (this will include the following year's dues)

Pro-rated dues are for new members only, not existing members that failed to pay their dues on time. Members that fail to pay at the beginning of the year will pay the full amount.

**Article XIV**

The organization will maintain a MEMBERSHIP VETTING COMMITTEE to review, monitor and make recommendations for membership on all persons seeking a membership status that require payment of dues and are considered Provisional Members. The MEMBERSHIP VETTING COMMITTEE shall consist of members appointed by the President. The committee members will be responsible for monitoring, mentoring and evaluating the persons seeking membership status and who are considered Provisional Members. The committee will make a recommendation on the Provisional Member's request for membership following the completion of the 120 day provisional membership period.

Recommendations will be decided by the majority vote of all the committee members. Should there be a tie due to abstention of one or more committee members, the recommendation will be decided by the vote of the President (or Vice-President in the absence of the President). Recommendations are to include Approval of Membership status, Refusal of Membership Status, Extension of Provisional Status for one additional 120 day period.

The recommendations will be presented to the MEMRR membership at the business meeting following the committee vote.

## APPENDIX A

### Duties of the Officers of the Organization

#### President

Prepare the meeting agenda and preside over the Monthly Business Meeting.

Appoint Committees for various tasks, as necessary.

Maintain contact with Train Show Committee.

Prepare a quarterly column on club activities and news and submit it to the Newsletter Editor for publication in the "*Signal Bridge*".

Assign individuals to specific tasks, Committee Members, Chairman, and Coordinators.

Provide contact point for local media, civic organizations and political leaders.

Is responsible for promotional aspects of the club, i.e., club logo, club brochures, media news releases, etc.

#### Vice President

Assume the duties of the President in his/her absence.

Is responsible for monthly club programs (i.e., short videos of interest, spring fling, Christmas get together, etc.)

Is the Membership Coordinator and will maintain an up-to-date list of all members. Will receive all membership applications and forward all paid dues to the Treasurer.

#### Secretary

Take minutes at Monthly Business Meeting and Coordinator's Meeting (the President may appoint a Recording Secretary to perform this function).

Send copies of minutes to the Communication Coordinator within 5 days of the meeting.

Originates official club correspondence (i.e.: thank you cards/letters, condolences, etc).

The Secretary shall back up the Treasurer in their absence at the business meeting.



**Treasurer**

Maintain club funds and account for the same in writing.

Collect annual club dues from members and forward all applications to the Vice President.

Prepare monthly financial report (income and expenditures).

Prepare Annual Financial Report.

Receive updates of the Active Membership Roll from the Vice President/Membership Coordinator.

Order club shirts, caps, patches, and other club items.

The Treasurer shall back up the Secretary in their absence at the business meeting.

## APPENDIX B

### Application for Membership

Name:

Address:

Phone:

Email:

Sponsor:

End of provisional status date: \_\_\_/\_\_\_/\_\_\_

Membership level applied for:

- Full (Adult)
- Family Member (additional Member is applying for):
  - Youth 12 through 17 years old
    - Name(s): \_\_\_\_\_
    - \_\_\_\_\_
  - Student - Program Enrolled in is: \_\_\_\_\_
  - Adults 18 years or older
- Youth (12 through 17 years old) *A FULL MEMBER or SPONSOR is required to be present while in the museum if under 16 years old.*

Do you have a member to sponsor you?
- Student (enrolled in higher education program)
  - Program Enrolled in is: \_\_\_\_\_
- Distant Remote

How did you learn of Mountain Empire Model Railroaders?

What scale(s) are you interested in?

What are your modeling strengths?

What would you like to learn about modeling?

Do you have a home layout?

Are you interested in building/maintaining a layout?



## APPENDIX C

**Table of Membership Classifications,  
Dues, Rights, Responsibilities and Obligations**

Member Class	Full (w/Family Option)	Student	Youth	Distant Remote	Emeritus	Honorary	Provisional
<b>Definitions</b>	Full Membership with rights, privileges, and obligations as per below; 18 of age or older; (others residing in the same household may be enrolled as members for an additional fee for each with FULL member privilege if adult or youth privileges if under 18 years of age)	College student with proof of enrollment	Ages 12-17 with Full member providing sponsorship (may be enrolled as part of a Full membership with Family option)	Limited membership; must live more than 75 miles from Johnson City to be eligible	Lifetime honorary membership upon 2/3 vote of membership	1 yr Honorary membership upon majority vote of membership	New Member within the 120-day vetting period
<b>Dues</b>	\$30 (+\$6 each adult/youth)	\$18	\$12	\$12 (+\$6 each adult/youth)	Free	Free	Where Applicable
<b>PRIVILEGES</b>							
<b>Signal Bridge (electronic edition)</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Pass Code (24/7 access)</b>	Yes	Yes	No	No	Yes	No	No
<b>Hold Office</b>	Yes	Yes	No	No	Yes	No	No
<b>Voting Rights</b>	Yes	Yes	No	No	Yes	No	No
<b>Running Rights *Must Meet The Requirements of Article XI</b>	Yes	Yes	Yes With Supervision	Yes	Yes	Yes With Supervision	Yes With Supervision
<b>Social Functions</b>	Yes	Yes	Upon Invitation	Yes	Yes	Yes	Yes
<b>Committee Membership</b>	Yes	Yes	Yes	No	Yes	No	Yes



<b>Appointed Positions</b>	Yes	Yes	No	No	Yes	No	Yes
<b>RESPONSIBILITIES</b>							
<b>*Must Meet Requirements of Article XI</b>	Yes	Yes	No	No	No	No	Yes

## **APPENDIX D**

### **History of Amendment and Ratification of Changes**

- 2/18/2025 -Adopted to its present form by the General Membership
- 1/21/2025 -Proposed Amendments brought forward by the Bylaws Committee
- 2/20/2001 -Amended by the General Membership
- 3/21/2006 -Approved Amendments of 2/20/2001 and voted changes to bylaws in 2004 by the General Membership
- 5/16/2008 -Amended to its present form by the General Membership
- 9/18/2012 -Amended to its present form by the General Membership
- 4/21/2015 -Amended to its present form by the General Membership
- 5/16/2017 -Amended to its present form by the General Membership

## **APPENDIX E**

### **Operating Hours**

The following are the Operating Hours of the MEMRR at the Johnson City Railroad Experience:

Tuesday	10:00 am to 4:30 pm
Wednesday	10:00 am to 4:30 pm
Thursday	10:00 am to 4:30 pm
Friday	10:00 am to 4:30 pm
Saturday	10:00 am to 4:30 pm

Each Thursday evening from 5:00 pm until 8:00 pm there will be an MEMRR work night. This is to perform maintenance on the layout and assist with any projects that are being worked on.

This schedule is subject to change as local city events take place, and summer activities warrant longer hours on Friday and Saturday, or as museum changes hours.

This Appendix according to the operating hours as of October 2024 and when these hours are changed, all members will be notified.



## **APPENDIX F**

### **Appointed Positions**

#### **Communication Coordinator**

Sends new members the “Welcome Aboard” Letter. Based on their answers, directs them to work with the Coordinator or work group that best meets their interests.

Attends the Coordinators Meeting, when required, to report on membership interests and programs desired by new members.

Periodically compile and report the new membership survey results at the monthly Business Meeting and at least once a year in The Signal Bridge.

Maintains an email list of all members and notifies all members of important upcoming events and announcements from the President and Vice President.

As requested, contacts inactive and former members to try and get them involved back in the activities at the museum and club.

Emails the Signal Bridge to all members once received from the Newsletter Editor.

Works to complete any assignments requested by the officers of the club.

#### **Historian – as needed**

Maintains the club archives.

#### **Newsletter Editor**

Publish a quarterly newsletter, “*The Signal Bridge*.”

E-mail “*The Signal Bridge*” club newsletter to the Communication Coordinator for distribution in digital format to the membership.

#### **RIP Track – Bad Order Coordinators**

**Rolling Stock Coordinator** – Repairs all rolling stock for the return to operation.

**Motive Power Coordinator** – Repairs all motive power for the return to operation.

Each respective Coordinator will maintain inventory of club owned property (to include rolling stock and motive power) & location of such property.

### **Social Media Coordinator**

Will post ongoing information and videos to Facebook that represent the ongoing work and experience of the MEMRR.

Will post all public events on Facebook.

Will provide photos and a story or report to the Newsletter Editor.

### **New Member Liaison**

Identify potential members that come into the museum and give them an overview of the club and the museum.

Give them a quick tour of the facilities.

Help prospective members get the proper paperwork filled out to join the club.

Introduces potential new members to other members of the club.

Once they decide to join, explain to prospective members the New Member Procedure (120-day vetting period).

Schedule time on Thursday night or Saturday to give them a complete tour and explain the following:

- How the club operates
- Operational characteristics of each layout
- Explanation of all the facilities and how to use them
- Give them copies of any material available on layout operations
- Memorandum of Understanding (MOU) with the Johnson City Railroad Experience

### ***Other possible Appointed Positions:***

- *Heritage Day Coordinator*
- *Layout Coordinator – G Scale*
- *Layout Coordinator – HO Scale*
- *Layout Coordinator – N Scale*
- *Layout Coordinator – O Scale*
- *Layout Coordinator - Tweetsie*
- *Operating Session Coordinator*
- *Purchasing Agent*
- *Scheduling Coordinator*
- *Vetting Committee*
- *Work Area Coordinator*